

Board/Commission Parks and Recreation Advisory Board

Regular Meeting Day and Time Second Thursday of the month at 7:30 a.m.

Approximate number of meetings per month Regular plus approximately one additional

Approximate number of hours involved in service by 4 to 10
members per month

Detailed list of duties (please list specific duties):

In general, Board members:

- Attend all scheduled meetings
- Read reports
- Evaluate staff proposals
- Communicate formally and informally with City Council members
- Serve as sounding board for citizen input
- Assist in annual budget evaluation
- Attend field trips to view park sites and recreation programs
- Cooperates with other agencies, such as El Paso County
- Participates in committee work, with staff assistance

Remarks:

Potential Board member should have general interest in development of parks and recreation resources and facilities of the community – though no technical expertise is necessary. Member should also be able to take broad view of the needs of the community as a whole. Above all, potential Board member needs the time, flexible schedule and willingness to get involved.

PARKS AND RECREATION ADVISORY BOARD

1. As an advisory body of the City Council on parks and recreation resources within the City, the Parks and Recreation Advisory Board holds a public meeting monthly to review matters pertaining to the planning, development, improvement, beautification, equipping and maintaining the public parks, playgrounds, programs, urban forest, recreation facilities and resources including golf courses and center street parkings. Recommendations are made based on the Parks and Recreation Master Plan, the City's Comprehensive Plan, public and private master plans, facts and analysis provided by City staff, testimony provided by the applicants and opponents, and the Parks and Recreation Department's recommendation.

Prior to the monthly meeting held the second Tuesday of each month at 7:30 a.m., additional time is needed to review all documents and written material prepared for each agenda item, and to visit sites in the field when appropriate.

2. The Board meets periodically with City Planning Commission, City Council, and El Paso County Park Advisory Board.
3. Board members are appointed to various subcommittees of the Board or as representatives to committees unaffiliated but with common interests with the Board, such as the Trails Coalition.
4. Attend special work sessions, budget hearings, and other parks and recreation related presentations and field trips.

**GENERALIZED PARKS AND RECREATION ADVISORY BOARD
TIME COMMITMENT**

<u>FUNCTION</u>	<u>DATE</u>	<u>TIME</u>	<u>APPROX. MONTHLY HOURS</u>
Formal Parks & Rec. Advisory Board	Monthly Second Thursday	7:30 a.m.	4-5
Review of Formal Agenda/Site Visits	Prior to Formal Meeting		2-3
Meetings with City Council and other boards	Variable		6-8 per year
Representatives to Subcommittees and other Committees	Monthly	Variable	2-3
Work sessions, budget hearings, field trips	Variable		2

CHAPTER 18 PARKS AND RECREATION

ARTICLE 1 ADMINISTRATION

PART 2 PARK AND RECREATION ADVISORY BOARD

SECTION:

18-1-201: Board Created; Appointments

18-1-202: Powers and Duties

18-1-203: Coordinate With Planning
Commission

18-1-201: **BOARD CREATED, APPOINTMENTS:**

- A. There is hereby created the Park and Recreation Advisory Board, to be composed of nine (9) members appointed by the City Council from residents of the general area or community who are interested in the development of the park, trail, open space, recreation resources and facilities of the community.

At a minimum, the Board shall include at least one member from each of the following:

1. One representative appointed at large, selected from lists of nominees submitted by nonprofit groups whose mission includes promoting and protecting open space lands;
2. One representative appointed at large, selected from lists of nominees submitted by nonprofit neighborhood groups; and
3. One representative appointed at large, selected from lists of nominees submitted by nonprofit groups whose mission includes promoting and protecting trails.

- B. Appointments to the Board shall be made in such manner as to achieve staggered three (3) year terms. Vacancies owing to death or resignation shall be filled by appointment for the unexpired term. (Ord. 1757; Ord. 88-265; Ord. 97-99; 1968 Code § 1-157; 1980 Code)

18-1-202: **POWERS AND DUTIES:** The Park and Recreation Advisory Board shall adopt rules for its own organization and procedure. The Board shall act in an advisory capacity to the City Council and the City Manager in all matters pertaining to the planning, development, improvement, beautification, equipping and maintaining of the public parks, trails, open space, playgrounds, programs, the Urban Forest, recreation facilities, resources, and medians of the City, both within and without the corporate limits, including Municipal cemeteries and golf courses together with the golf course clubhouses and appurtenant facilities. The Board shall have the following duties: (Ord. 1757; Ord. 2130; Ord. 88-265; Ord. 97-99)

- A. The Board shall hold periodic meetings at which all interest groups and organizations shall have an opportunity to appear and be heard with reference to particular objectives, programs or developments.
- B. Annually, to review the budget prepared for the Department by the Director and to submit to the Director and City Manager suggestions and recommendations for expenditures for the maintenance and development of the parks, trails, open space and recreational facilities of the City for the ensuing fiscal year. Such review and recommendations shall be submitted in time for inclusion in the City Manager's annual budget, but shall be advisory only.
- C. From time to time to prepare and submit to the Director, City Council, and the City Manager, plans and recommendations for the development of the park, trail, open space and recreations facilities of the City, together with its recommendations for

the amounts to be expended each year for said purposes.

- D. To prepare and submit to the Director and City Manager general overall program of park, trail, open space and recreational developments contemplating the progressive maximum development of the recreational facilities, landscaping and beautification of the City, having in mind the enjoyment and use of said facilities by the greatest number of persons and the general benefits to the City and its citizens as a whole rather than the special benefits to particular groups and interests. Such plans shall list said projects in the order of preference or priority of accomplishment.
- E. To recommend to the City Council the adoption of rules, regulations and ordinances for the use of park, trail, open space and recreation facilities of the City, and the names for City parks and charges relating to park and facility use.
- F. To serve as the Trails, Open Space and Parks Advisory Committee¹ to City Council and to implement the provisions of Article 6 of this Chapter, by separate and additional resolutions, rules and regulations, for the best interests and preservation of the public peace, health, safety and welfare of the citizens of the City, including, without limitation, all rules and regulations designed to assure that all proceeds from the Colorado Springs Trails, Open Space and Parks Fund shall be used for the purposes set forth in Article 6 of this Chapter.
- G. To review at public hearings and make recommendations on all development activities associated with a park, trail, or open space through a master plan.
- H. To review and recommend approval or denial or requests for easements or rights

of way, either above ground or under ground, across City-owned property under the management of the Park and Recreation Department.

- I. To appoint temporary committees to review and advise the Board on various matters that may require additional citizen input or ongoing study, including assisting the Board in making recommendations to the City Council pursuant to the provisions of Article 6 of this Chapter. (Ord. 1757; Ord. 76-152; Ord. 88-265; Ord. 97-99; 1968 Code § 1-158)

18-1-203: **COORDINATE WITH PLANNING COMMISSION:** The Park and Recreation Advisory Board shall coordinate its work with that of the Colorado Springs Planning Commission so that both shall be working for the accomplishment of the same general purposes with reference to park, trail, open space and recreation development. (Ord. 1757; Ord. 88-265; Ord. 97-99; 1968 Code § 1-159)

¹ See Section 18-6-103 of this Chapter.

